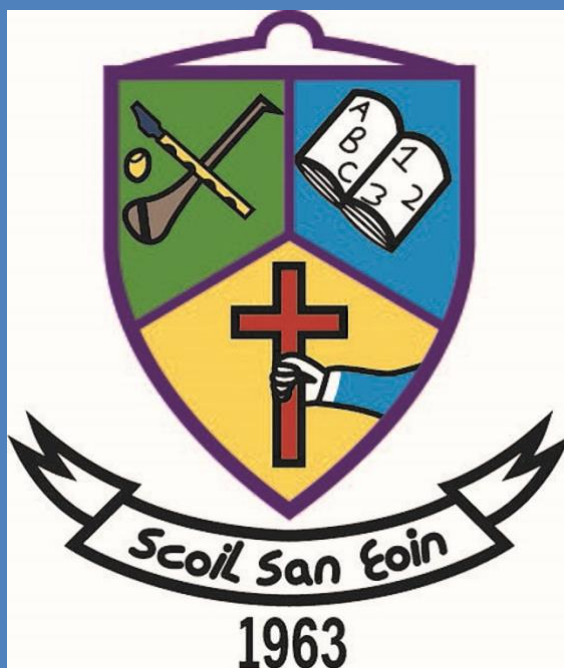


# SCOIL SAN EOIN SCHOOL TOURS/ EXCURSIONS POLICY



## **INTRODUCTION**

This policy was drawn up by the staff and circulated to the Board of Management (BoM). Taking into account the age and interests of the children and the curriculum being covered, school tours will be arranged by the school to present the children with a new environment in which they can observe, investigate and relate their findings to their own environment. **Tours will be arranged at the discretion of the class teacher in consultation with the Principal.**

The term 'school trip' covers all expeditions off the school premises. This policy is applicable to all members of staff who organize such trips and to the students - and their parents/guardians - who are participating in these activities.

## **RATIONALE**

The need for this policy arises due to children being exposed to a wide variety of different experiences while on school outings, and the necessity to have a framework for good practice in place to cover all eventualities.

## **AIMS**

- To ensure all practical possibilities are covered in reducing the exposure of children to risk on outings.
- To provide an enjoyable educational experience for all children.

## **POLICY CONTENT**

It has been the policy of the school over the years to organise separate tour dates and destinations for;

- Junior Classes (Infants, 1<sup>st</sup>, 2<sup>nd</sup>)
- Senior Classes (3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>)

The tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value. It has been recent school policy to limit shopping in shopping centres due to the unnecessary dangers children can be exposed to and the difficulty in providing adequate supervision.

No teacher is responsible for more than 20 pupils. This becomes possible as school ancillary/parents or SEN teachers accompany mainstream classes on school outings.

### **SUCCESS CRITERIA**

- Positive experiences for all.
- Children having a safe enjoyable experience.
- Teacher/Parent Satisfaction.

### **TRANSPORT**

The transport organiser of the tour will ensure that:

- Tenders are sought for all tours
- A form of transport, appropriate to the distance and the numbers travelling will be chosen.
- The bus company/suppliers and drivers accept the following conditions:

#### **Conditions of Hiring:**

All transport supplied, will be suitable and well-maintained. Teachers have the right to refuse any bus they find unsuitable for their outing. If the bus proves unsuitable a replacement will be supplied or the money refunded. The driver will be used to dealing with children and have a thorough knowledge of and follow the itinerary and timetable for the tour. The driver is responsible for the safety of the children while they are travelling, but teachers have the right to intervene if it is felt that the safety of the children is compromised.

- The group will have access to the bus for the full day/half day depending on excursion.
- All buses must be fitted with individual seatbelts and these should be worn by all children.
- If the weather conditions are unfavourable the group will have the use of the bus for sheltering or for eating lunch.

- The consumption of food (snacking) and singing on the bus - at an acceptable level - will be at the discretion of the teacher in consultation with the driver.
- Buses will be left as they were found.

### **COST**

The teachers will ensure that the cost of the bus and tour is reasonable and represents value for money. Early/Gradual payment for the tour will be available through Aladdin system.

### **SPENDING MONEY**

Spending money will not be allowed on school tours or excursions

### **VENUE**

School tours generally take place in the month of June. Teachers will be conscious of the likely "busier" days. The teacher will be "au fait" with venue, with particular reference to educational opportunities afforded, and services available (phone, toilets, emergency facilities). Other educational excursions will take place throughout the year.

### **WEATHER CONDITIONS**

Children will be notified in advance, through the school website/text, if it is deemed necessary to bring extra/appropriate clothing. Rain and head gear will be essential for all children and a change of clothes may be necessary, depending on the venue.

### **UNIFORMS**

Pupils may be instructed to wear their school uniform on the day of the school tour. For matches and fieldtrips the school tracksuit and runners will be worn. With the exception of stud earrings and watches, all other jewelry is prohibited for health and safety reasons.

## **TOURS LIST**

In Scoil San Eoin we select field trip/excursions which support the Primary School Curriculum. A list of suitable tours for all classes will be available. Teachers will ensure that venues are age appropriate for their class and for pupils with special needs.

## **CONDUCT ON TOURS**

Pupils' behaviour on tours will comply with the standard set down in the school Code of Behaviour. If extra supervision is deemed appropriate by the teachers, provision will be made to source ancillary staff/parents to assist/accompany. Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for other children, the school may refuse the child permission to travel. Parents/guardians will be informed of this in advance.

- Children must remain seated while the bus is in motion.
- Children will line up in their individual classes on disembarking from the bus.
- Roll calls/head counts are taken when children return to the bus after each segment of the tour.
- Children are permitted to bring a small treat but chewing gum and hot drinks are prohibited on school tours.
- Children must have respect for all personnel they come in contact with at all times.
- Children are discouraged in bringing mobile phones, cameras, ipods, ipads, tablets on any outings/trips/excursions, but if a parent allows their child to be in possession of an electronic device, they must advise the school in writing. This device is the sole responsibility of the pupil themselves.
- The school camera will be used to take pictures.
- Scoil San Eoin is a green school, the children will not litter on the bus/venue.

The Code of Behaviour of Scoil San Eoin applies to all students of Scoil San Eoin School, and relates to all school activities both during and outside of normal school hours; it applies both on and off the school grounds and anywhere students are clearly identified or identifiable as students of the school. The Code of Behaviour, therefore, in all its detail applies to all outings and trips.

## **SAFETY AND SUPERVISION**

Teachers will be extra vigilant when taking children out of the school, Special attention will be paid to - road safety, behaviour on bus, risks posed by particular venues (e.g. adventure playgrounds etc.) The level of supervision required on tours is the same as for school activities.

When transport is by car for the sacramental classes/sports activities, parents are obliged to stay with pupils in their cars until such time as the teacher/ancillary staff has arrived. The teacher/ancillary staff is obliged to inform the parents to wait until s/he is back before allowing the children to enter the school.

Parents/teachers/ancillary staff will not stop at the shop or any other venue, when going to or returning from school outings. This practice is in keeping with our Healthy Eating Policy.

## **FIELD TRIPS**

Fieldtrips which relate to a particular curricular area are encouraged. These trips can range from simple walks around the school to organised trips to relevant places of interest. The children are encouraged to explore outside the school grounds during their SESE trails and Maths Week.

The principal must be informed in advance if it is proposed that a class leave the school grounds.

Teachers are encouraged to plan and prepare children in advance of the trip and to carry out some follow up work in the classroom following the fieldtrip.

The school and the BOM will endeavour to do all it can to ensure that a pupil is unable to participate in any proposed activity because of family inability to pay.

## **SUCCESS CRITERIA**

- Positive experiences for all
- Children having a safe enjoyable experience
- Teacher/Parent Satisfaction

## **TOUR CHECKLIST**

### **Before the tour:**

- Venue booked
- Transport booked
- Individual parents informed of travelling embargo on disruptive pupils
- Timetable organised
- Parents informed by written notice/website
  - itinerary
  - timetable
  - cost
  - lunch arrangements
  - clothing necessary

### **Agreement on:**

- Leader
- Acceptable behaviour on bus
- Extra supervisors (minimum 15:1 maximum 20:1)

### **Day of Tour**

- Tour leader will ensure tour kits are available for bus. First aid materials, refuse and illness bags, newspapers, kitchen roll/ mobile contacts/emergency contact numbers, school camera.
- Cheques for venues
- Cheques for bus

### **After Tour**

- Report back to school office
- Ensure that all pupils are supervised until collected

## **REVIEW OF SCHOOL TOUR/EXCURSIONS POLICY**

This policy was updated and ratified in \_\_\_\_\_ It will be referred to regularly by staff members, and will be reviewed bi - annually.

### **RATIFICATION OF POLICY**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Chairperson for the Board of Management*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Principal*